



The Corporation of the Town of LaSalle

Date	July 19, 2018	Report No:	FIRE 18-10
Directed To:	Mayor & Members of Council	Attachments:	
Department:	LaSalle Fire Service	Policy References:	
Prepared By:	Dave Sutton, Fire Chief		
Subject:	Consulting Firm Award - Fire Master Plan		

RECOMMENDATION:

It is recommended that Council approve the Fire Master Plan proposal from Dillon Consulting in the amount of \$92,503.60 to conduct the Fire Master Plan study, and authorize administration to award the project and proceed with a formal Agreement to initiate the project.

REPORT:

A request for proposals for a Fire Master Plan study was issued on June 11. Three proposals were received and were reviewed by administration. All met the specified criteria and merited further consideration. Total project costs, exclusive of HST, for each proponent are as follows:

- **Emergency Management & Training Inc.** **\$75,970 ***
 *travel & disbursements estimated & to be invoiced as incurred
- **Pomax Consulting Inc.** **\$87,055**
- **Dillon Consulting Limited** **\$92,503.60**

Interviews were conducted with all three firms by administration and members of the Fire Committee. The proposals and presentations were ranked according to the matrix provided in the RFP document.

The Dillon proposal provided the most robust approach to several of the key tasks, particularly in the areas related to new provincial regulations, and an expanded Community Risk Assessment component that is utilized to inform master planning process. As a result their proposal included the most total per-hours devoted to the project. In terms of total costs per hour, the Dillon proposal was the most cost-effective. During the interview process, the Dillon team demonstrated the greatest familiarity with the local needs and circumstances of our particular municipality. The selection committee is confident that Dillon Consulting will produce the most comprehensive final report.

Respectfully,



Dave Sutton
Fire Chief / C.E.M.C

Reviewed by:							
CAO	Treasury	Clerks	Public Works	Planning	Culture & Rec	Building	Fire
							